



Online Training Booking in Social Care

For anyone Supporting Adults in Cornwall

User guide



Foreword

Please note this user guide is divided into:

- Managers of the Private, Independent & Voluntary Organisations and the Health Sector - who have been granted 'Supervisor Access' – to allow them to book their teams training
- Adult Care & Support User Guide:
 - Self Server Access - Staff with no Line Management responsibilities - able to take responsibility of their own training although will require line management authorisation
 - Supervisor Access – Line Managers who can authorise their team members training and to book their own and team members training.

The rest of the User Guide is applicable to all so please see the contents page

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Accessing the Training Online Booking System

- Click on the link <https://db.cornwall.gov.uk/sdms>

Now either Browse, Register for a Login or Login

Browse

- Allows you to browse courses without logging into the online system (please see **pages below** for how to navigate the system)

Register

Only Applicable to Private, Independent & Voluntary Organisations and Health Sector

- If the training authoriser within your organisation has not received an email from Adult Care & Support, Learning, Training & Development Unit containing login details for the Online training Booking system they must:
 - Click **Register**
 - Complete form – All items marked with an asterix are mandatory -click **Submit Registration**
 - Once the Learning, Training & Development have received this request - login details will be sent via the specified email address

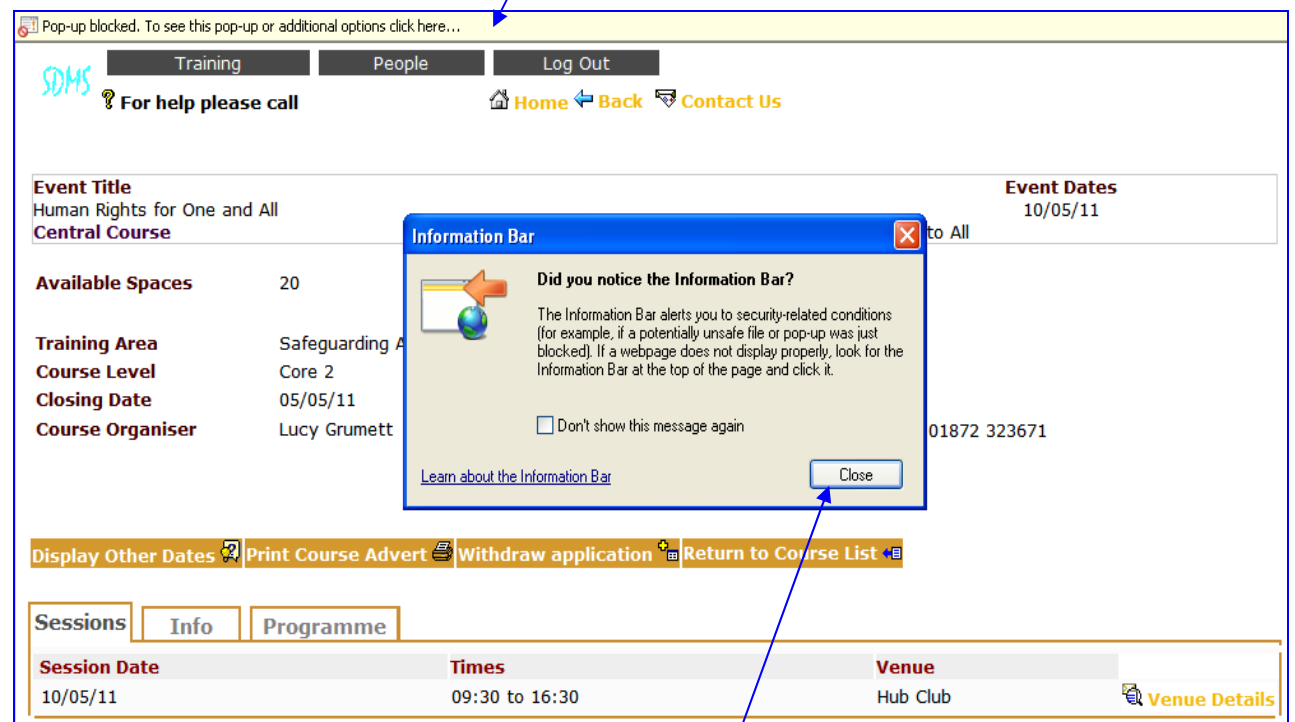
Logging in

When you have received an email with your login details

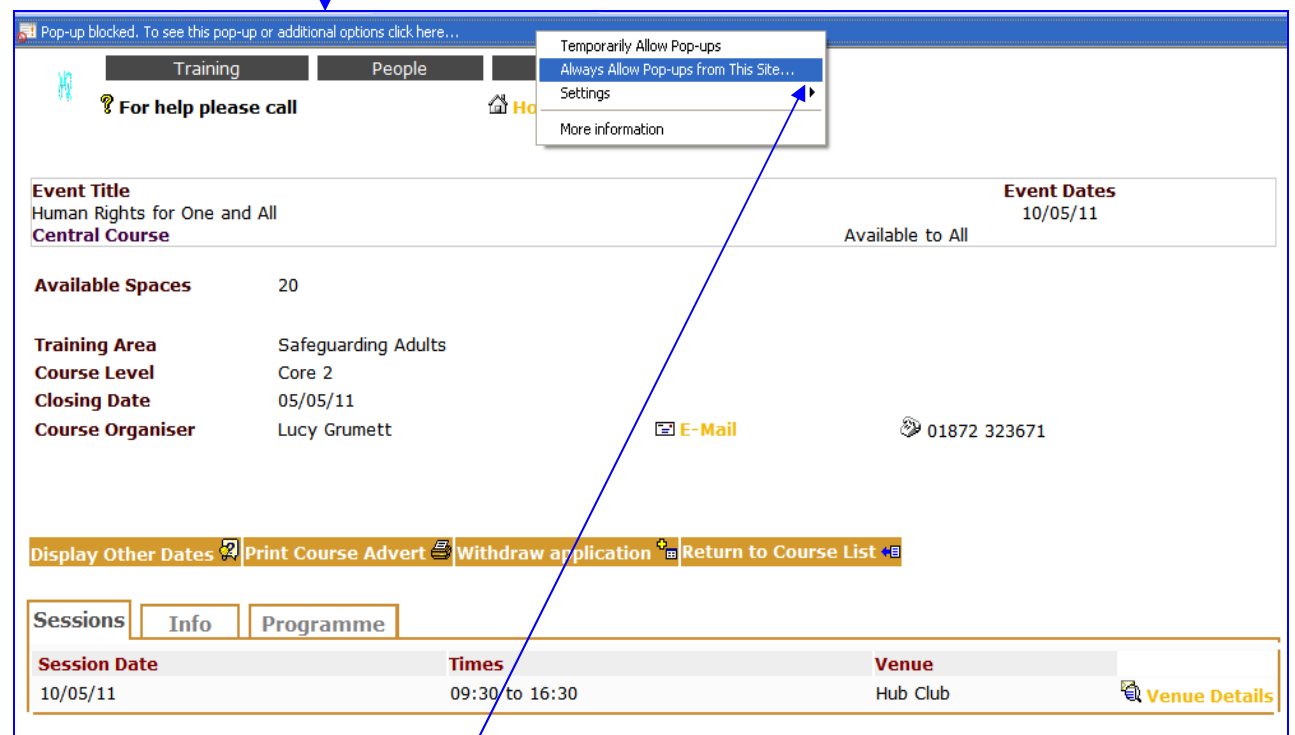
- Click on **Log in** and enter your **Username** and **Password** into the relevant fields – Click on the **Login** button
- This navigates you to the course booking page

IMPORTANT

Please be aware the first time you use this system to enrol someone/yourself on a course or approve an application– it will say “Pop – up blocked. To see this pop up click here”:



- Click Close on the Information bar box
- Click on the Pop Up box at top of screen



- Click Always Allow Pop-ups from this site

Please be aware that anything that you would have done will not be saved and you will need to do this again, but from now on you will be able to use the system as normal.

Search for Courses:

You can search for Training courses by Training Area, Keywords & by a Monthly Calendar. Once logged in you will see the screen below:

By Training Area

Training **People** **Reports** **Log Out**

For help please call [Home](#) [Back](#) [Contact Us](#)

Course Booking

Quick Search

From 18 April 2011 To 17 June 2011

Training Area: **Equality Diversity** (dropdown menu open)

Keywords:

Go **Clear Search**

Monthly Calendar

Courses between 18/04/2011 and 17/06/2011
17 matching courses found

Course Title	Training Area	Venue	Start	End	Start Time	End Time	Places
Human Rights for One and All	Safeguarding Adults	Heron Tennis Centre	19/04/11	19/04/11	09:30	16:30	20
Human Rights for One and All	Safeguarding Adults	Trethorne Golf Club	20/04/11	20/04/11	09:30	16:30	20
Customs & Cultural Issues at Work	Equality & Diversity	Newquay Sports Centre	03/05/11	03/05/11	09:30	13:00	19
Human Rights for One and All	Safeguarding Adults	Kingsley Village	04/05/11	04/05/11	09:30	16:30	20
Human Rights for One and All	Safeguarding Adults	Trethorne Golf Club	05/05/11	05/05/11	09:30	16:30	20
Human Rights for One and All	Safeguarding Adults	Hub Club	10/05/11	10/05/11	09:30	16:30	20
Human Rights for One and All	Safeguarding Adults	Lescudjack Centre	12/05/11	12/05/11	09:30	16:30	20
Human Rights for One and All	Safeguarding Adults	Trethorne Golf Club	18/05/11	18/05/11	09:30	16:30	20
Human Rights for One and All	Safeguarding Adults	Heron Tennis Centre	19/05/11	19/05/11	09:30	16:30	20
Human Rights for One and All	Safeguarding Adults	Kingsley Village	24/05/11	24/05/11	09:30	16:30	20
Customs & Cultural Issues at Work	Equality & Diversity	Kingsley Village	25/05/11	25/05/11	09:30	13:00	19
Human Rights for One and All	Safeguarding Adults	Hub Club	26/05/11	26/05/11	09:30	16:30	20
Customs & Cultural Issues at Work	Equality & Diversity	Hub Club	07/06/11	07/06/11	09:30	13:00	19
Human Rights for One and All	Safeguarding Adults	Lescudjack Centre	08/06/11	08/06/11	09:30	16:30	20
Human Rights for One and All	Safeguarding Adults	Kingsley Village	09/06/11	09/06/11	09:30	16:30	20
Human Rights for One and All	Safeguarding Adults	Hub Club	14/06/11	14/06/11	09:30	16:30	20
Human Rights for One and All	Safeguarding Adults	Trethorne Golf Club	16/06/11	16/06/11	09:30	16:30	20

Click on arrow at end of training area and select relevant area. Then click Go

By Keywords

Training **People** **Reports** **Log Out**

For help please call [Home](#) [Back](#) [Contact Us](#)

Course Booking

Quick Search

From 18 April 2011 To 17 June 2011

Training Area: **Make a Selection** (dropdown menu open)

Keywords: **Human Rights**

Go **Clear Search**

Monthly Calendar

Courses between 18/04/2011 and 17/06/2011
17 matching courses found, 20 results displayed per page, Prev 0 Next 0


Course Title	Training Area	Venue	Start	End	Start Time	End Time	Places
Human Rights for One and All	Safeguarding Adults	Heron Tennis Centre	19/04/11	19/04/11	09:30	16:30	20
Human Rights for One and All	Safeguarding Adults	Trethorne Golf Club	20/04/11	20/04/11	09:30	16:30	20
Customs & Cultural Issues at Work	Equality & Diversity	Newquay Sports Centre	03/05/11	03/05/11	09:30	13:00	19
Human Rights for One and All	Safeguarding Adults	Kingsley Village	04/05/11	04/05/11	09:30	16:30	20
Human Rights for One and All	Safeguarding Adults	Trethorne Golf Club	05/05/11	05/05/11	09:30	16:30	20
Human Rights for One and All	Safeguarding Adults	Hub Club	10/05/11	10/05/11	09:30	16:30	20
Human Rights for One and All	Safeguarding Adults	Lescudjack Centre	12/05/11	12/05/11	09:30	16:30	20
Human Rights for One and All	Safeguarding Adults	Trethorne Golf Club	18/05/11	18/05/11	09:30	16:30	20
Human Rights for One and All	Safeguarding Adults	Heron Tennis Centre	19/05/11	19/05/11	09:30	16:30	20
Human Rights for One and All	Safeguarding Adults	Kingsley Village	24/05/11	24/05/11	09:30	16:30	20
Customs & Cultural Issues at Work	Equality & Diversity	Kingsley Village	25/05/11	25/05/11	09:30	13:00	19
Human Rights for One and All	Safeguarding Adults	Hub Club	26/05/11	26/05/11	09:30	16:30	20
Customs & Cultural Issues at Work	Equality & Diversity	Hub Club	07/06/11	07/06/11	09:30	13:00	19
Human Rights for One and All	Safeguarding Adults	Lescudjack Centre	08/06/11	08/06/11	09:30	16:30	20
Human Rights for One and All	Safeguarding Adults	Kingsley Village	09/06/11	09/06/11	09:30	16:30	20
Human Rights for One and All	Safeguarding Adults	Hub Club	14/06/11	14/06/11	09:30	16:30	20
Human Rights for One and All	Safeguarding Adults	Trethorne Golf Club	16/06/11	16/06/11	09:30	16:30	20





Type keywords i.e. Course title. Click Go

Click on Further Details Blue arrow of training session

Monthly Calendar


To view a monthly Calendar - Click on **Monthly Calendar** button. This displays the screen below where you can browse all training by month.


[Training](#)
[People](#)
[Reports](#)
[Log Out](#)

 For help please call
  [Home](#)
 [Back](#)
 [Contact Us](#)

Monthly Calendar - Training Sessions

May 2011

 [Print](#)
[Return to Course List](#)


[Previous Year](#)
[Jan](#)
[Feb](#)
[March](#)
[April](#)
[May](#)
[June](#)
[July](#)
[Aug](#)
[Sept](#)
[Oct](#)
[Nov](#)
[Dec](#)
[Next Year](#)





[Previous Month](#)
[Today Monday 11 April 2011](#)
[Next Month](#)

[View](#)
☒ [All Courses](#)
☐ [Internal Courses](#)
☐ [Other Courses](#)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1.	2.	3. 09:30 to 13:00 Customs & Cultural Issues at Work	4. 09:30 to 16:30 Human Rights for One and All	5. 09:30 to 16:30 Human Rights for One and All	6.	7.
8.	9.	10. 09:30 to 16:30 Human Rights for One and All	11.	12. 09:30 to 16:30 Human Rights for One and All	13.	14.
15.	16.	17.	18. 09:30 to 16:30 Human Rights for One and All	19. 09:30 to 16:30 Human Rights for One and All	20.	21.
22.	23.	24. 09:30 to 16:30 Human Rights for One and All	25. 09:30 to 13:00 Customs & Cultural Issues at Work	26. 09:30 to 16:30 Human Rights for One and All	27.	28.
29.	30.	31.				

Course Booking Page Explained


[Training](#)
[People](#)
[Reports](#)
[Log Out](#)

 For help please call
  [Home](#)
 [Back](#)
 [Contact Us](#)

Course Booking

Quick Search

From 2011 To 2011

Training Area

Keywords

Courses between 29/04/2011 and 28/06/2011
 16 matching courses found, 20 results displayed per page, Prev 0 Next 0

Course Title	Training Area	Venue	Start	End	Start Time	End Time	Places
Customs & Cultural Issues at Work	Equality & Diversity	Newquay Sports Centre	03/05/11	03/05/11	09:30	13:00	19
Human Rights for One and All	Safeguarding Adults	Hub Club	10/05/11	10/05/11	09:30	16:30	20
Human Rights for One and All	Safeguarding Adults	Lescudjack Centre	12/05/11	12/05/11	09:30	16:30	20
Human Rights for One and All	Safeguarding Adults	Trethorne Golf Club	18/05/11	18/05/11	09:30	16:30	20
Human Rights for One and All	Safeguarding Adults	Heron Tennis Centre	19/05/11	19/05/11	09:30	16:30	20
Human Rights for One and All	Safeguarding Adults	Kingsley Village	24/05/11	24/05/11	09:30	16:30	20
Customs & Cultural Issues at Work	Equality & Diversity	Kingsley Village	25/05/11	25/05/11	09:30	13:00	19
Human Rights for One and All	Safeguarding Adults	Hub Club	26/05/11	26/05/11	09:30	16:30	20

- Shows course Title (1)
- Training Area (2)
- Venue for Session (3)
- Start Date & End Date of Training Session (4)
- Start & End Time of Training Session (5)
- Places available on Course – Enrolment limits can apply which is explained when looking further (6)

**Private, Independent &
Voluntary Organisations**

&

Health Sector

**Online Training Booking
System User guide**

Adding Staff to your Team

People Tab

- Click on **People Tab**
- Select **Create a Person**
- Fill in the mandatory details
 - Username – I.e. Staff reference number/pay number – something unique to that person. **Please type a prefix to the username i.e. first 3 letters of your organisation. This avoids duplication on the system**
 - Surname
 - Other Names – First Name
 - Title – Mr, Ms, Miss, Mrs etc
- A message will then appear saying 'Details have been confirmed – return to Update Staff list' – **OK** to add more staff members or **Cancel**.

Delete a Person from your Team

- Click on **People Tab** as above
- Select **Delete a Person**

- Find the person you want to delete
- Click **delete link** to the right of their name
- A window will ask: Are sure you want to delete. Click **Continue**

Further Details of Training Course/Session

Once you have found a course that suits you/your team members - click on the **further details blue arrow** (See Page 5).

The blue arrow directs to the Further Details of Training Course screen

The screenshot shows the 'Course Details' page for the 'Human Rights for One and All Central Course'. The page includes a navigation bar with 'Training', 'People', 'Reports', and 'Log Out' tabs. Below the navigation bar, there are links for 'Home', 'Back', and 'Contact Us'. The course details are displayed in a table-like format with the following information:

- Event Title: Human Rights for One and All Central Course
- Event Dates: 19/04/11
- Available Spaces: 20
- Training Area: Safeguarding Adults
- Course Level: Core 2
- Closing Date: 14/04/11
- Course Organiser: Lucy Grumett
- Enrolment Limits apply (indicated by a red arrow and the number 1)
- Available to All
- Contact person: Lucy Grumett (indicated by a blue arrow and the number 2)
- E-Mail: 01872 323671 (indicated by a blue arrow and the number 3)
- Buttons: Display Other Dates (4), Enrol Team Members (5), Print Course Advert (6), Submit Self Application (7: IGNORE), Return to Course List (8)
- Tabs: Sessions (9), Info (10), Programme (11)
- Session Details Table:

Session Date	Times	Venue
19/04/11	09:30 to 16:30	Heron Tennis Centre

A red arrow points from the '7: IGNORE' button to the 'Sessions' tab.

This page is specific to a single course date and it shows:

1. Enrolment Limits – Shows how many people per organisation can apply for this course
2. Closing date for applications
3. Contact person for queries about this course with email address & phone number
4. Display other dates for the course
5. Enrol a member of your team on this course on this date
6. Print Course details to advertise on notice boards
7. **IGNORE THIS BUTTON THIS IS FOR INTERNAL ADULT CARE & SUPPORT STAFF**
8. Return to original course booking page – view other courses
9. SESSIONS TAB - Session date, Time & Venue with further venue details (**Address & Map via Multimap – can be printed**)
10. INFO TAB – Information relevant to the course
11. PROGRAMME TAB – Course Programme, Aims & Objectives

Booking a Course

Once you have chosen a course with a suitable date and venue you can enrol yourself or any of your team on the course. Click **Enrol Team Members** Button (5). This shows the page below:

2MQR Training People Reports Log Out
 ? For help please call Home Back Contact Us

Enrol Team Members

Enrolment Limits apply
 Activity Reference HUMRIG Event Title Human Rights for One and All Event Dates 16/06/11

All 0 Approved 0 On Waiting List 0 Pending 0 Withdrawn 0 Not Approved 0

Search by Surname Return to Course Details

View All Staff Approved Waiting List Withdrawn Pending Not Approved
 View All Staff Current Staff only

18 matching people found, 10 results displayed per page, Prev 0 Next 8

Next 10

Surname	Other Names	Username	Group on Enrolment	Approval Status
Baker	Jon Kyle		Learning, Training & Development ASC	✓ Enrol Waiting List
Bennetts	Tyler Treloar		Learning, Training & Development ASC	✓ Enrol Waiting List
Chong	Trudy E		Learning, Training & Development ASC	✓ Enrol Waiting List
Cottam	Julia Christina		Learning, Training & Development ASC	✓ Enrol Waiting List
Elwood	Diana		Learning, Training & Development ASC	2 → ✓ Enrol Waiting List
Flower	Jonathan		Learning, Training & Development ASC	✓ Enrol Waiting List
Green	Richard Jack		Learning, Training & Development ASC	✓ Enrol Waiting List
Grumett	Lucy		Learning, Training & Development ASC	✓ Enrol Waiting List
Lasbury	Josephine Claire		Learning, Training & Development ASC	✓ Enrol Waiting List

- Find the relevant person (in alphabetical order)- click **next 10** (1) if they aren't on this page
- Click **enrol button** (2) to book a place for that person
- The pre-enrolment checks screen will be displayed which shows:
 - Pre-requisite training **must** be completed before attending the course. (If you have a certificate of completion please forward to LTDU, Old County Hall, Truro, TR1 3AY to update our records). If they need to complete – please contact the course organiser.
 - Already enrolled check–shows if person is enrolled on this course on a different date – if ✗ please either cancel this date or withdraw or replace with another team member on other date (See Pages 18-19)
 - Over Enrolled check – shows available spaces to your organisation
 - Commitment Clash Check – Shows if the person is booked on another course on this time and date - if ✗ please ensure you either cancel this date – or withdraw or replace with another team member for the other course (See Pages 18-19)

Pre-enrolment checks for Human Rights for One and All

Please confirm enrolment for Rowe, Sandra from Learning, Training & Development ASC

Pre-requisite check Pre-requisite Competency: 21072085 Safeguarding Adults Core 1 is mandatory Pre-requisite Competency: 21072086 Mental Capacity Act Core 1 is mandatory Pre-requisite Competency: 21072089 Equality & Diversity Core 1 is mandatory	Result ✗ ✓ ✓
Already Enrolled check Person is not already enrolled on this activity	Result ✓
Over-enrolled check No problems with over-enrolment found	Result ✓
Commitment Clash check No commitment clashes found	Result ✓

Proceed ✓ Cancel ✗

Click **Proceed button** to complete enrolment.

A dialogue box will tell you if a place has been booked or if on a waiting list. An email will be sent to your specified email address confirming course details – **please pass these to the team member.**

Enrolment Confirmation Message for Human Rights for One and All

Rowe, Sandra from Learning, Training & Development ASC

A place on this course has been booked. Current Approval Status: Line Manager Approved

Or

Enrolment Confirmation Message for Human Rights for One and All

Lasbury, Josephine Claire from Learning, Training & Development ASC

Because there are no available spaces on this course this application is placed on a waiting list.

If on waiting list – You could be contacted at short notice about your availability. If however you don't want to be held on the waiting list please withdraw your application (See page 18-19).

Click **OK** to close this window – it will then direct you back to your Enrol Team Members screen.

Special Requirements

If the person enrolled has any special requirements for the course please click on **Special Requirements link** to the right of their name and follow the on-screen instructions – click **Update** then close the window.

The screenshot shows the 'Enrol Team Members' screen in the ZMQR system. At the top, there are navigation tabs: Training, People, Reports, and Log Out. Below these are links for Home, Back, and Contact Us. The main section is titled 'Enrolment Limits apply' and shows a summary of application counts: All (4), Approved (2), On Waiting List (2), Pending (0), Withdrawn (0), and Not Approved (0). The event title is 'Human Rights for One and All' and the event dates are '01/05/11'. Below this, there are filters for delegates' colour coding and search options. The main table lists 18 matching people found, with 10 results displayed per page. The table columns are Surname, Other Names, Username, Group on Enrolment, Approval Status, and Special Requirements. The table shows several delegates with 'Waiting List' status and one delegate, Sandra Rowe, with 'Line Manager Approved' status. Arrows from the text above point to the 'Waiting List' and 'Special Requirements' links in the table.

Surname	Other Names	Username	Group on Enrolment	Approval Status	Special Requirements
Lloyd	Wendy S	1MA024072	Learning, Training & Development ASC	✓ Enrol	Waiting List
MacKenzie	Elizabeth J	1MA024838	Learning, Training & Development ASC	✓ Enrol	Waiting List
McAlpine	Adele Elizabeth	1MA519790	Learning, Training & Development ASC	✓ Enrol	Waiting List
Pope	Karen	1MA515885	Learning, Training & Development ASC	✓ Enrol	Waiting List
Rowe	Sandra	1MA509894	Learning, Training & Development ASC	Line Manager Approved	Withdraw Replace No Notes Special Requirements
Smith	Louise	SMIT	Learning, Training & Development ASC	✓ Enrol	Waiting List
Stone	Victoria	1MA510728	Learning, Training & Development ASC	Waiting List	Withdraw Replace No Notes Special Requirements

Highlights the status of the application

- Line Manager Approved – means a place has been successfully allocated.
- Waiting List – Person has been placed on a waiting list

Adult Care & Support Staff

Online Training Booking System User guide

Self Server Access

People with no Line Management Responsibilities

Enrol Yourself on a Course

Once you have found a course and venue that is suitable-click on the **further details blue arrow** (See Page 5).

The blue arrow directs to the Further Details Training Course screen below:

The screenshot shows a web interface for course details. At the top, there are tabs for 'Training', 'People', and 'Log Out'. Below these are links for 'Home', 'Back', and 'Contact Us'. The main content area is titled 'Course Details' and contains the following information:

- Event Title:** Human Rights for One and All Central Course
- Event Dates:** 24/05/11
- Available Spaces:** 20
- Training Area:** Safeguarding Adults
- Course Level:** Core 2
- Closing Date:** 19/05/11
- Course Organiser:** Lucy Grumett
- Enrolment Limits apply** (indicated by a red flag icon)
- Available to All**
- E-Mail:** 01872 323671

Below the course details, there are four buttons: 'Display Other Dates', 'Print Course Advert', 'Enrol Yourself', and 'Return to Course List'. At the bottom, there are three tabs: 'Sessions', 'Info', and 'Programme'. The 'Sessions' tab is selected, showing a table with the following data:

Session Date	Times	Venue
24/05/11	09:30 to 16:30	Kingsley Village

Annotations 1 through 10 point to specific elements on the page:

1. Enrolment Limits apply
2. Closing Date
3. Contact person for queries about this course with email address & phone number
4. Display other dates for the course
5. Print Course details to advertise on notice boards
6. Enrol yourself on a course
7. Return to original course booking page
8. SESSIONS TAB
9. INFO TAB
10. PROGRAMME TAB

This page is specific to a single course date and it shows:

1. Enrolment Limits – Shows how many people per organisation can apply for this course
2. Closing date for applications
3. Contact person for queries about this course with email address & phone number
4. Display other dates for the course
5. Print Course details to advertise on notice boards
6. Enrol yourself on a course – this then emails your line manager for their approval
7. Return to original course booking page – view other courses
8. SESSIONS TAB - Session date, Time & Venue with further venue details (**Address & Map via Multimap – can be printed**)
9. INFO TAB – Information relevant to the course
10. PROGRAMME TAB – Course Programme, Aims & Objectives

To enrol yourself on the course -

- Click **Enrol Yourself** (6)
- A dialogue box will flag up asking you if you have any special requirements, If Yes click **OK** – and follow on screen instructions
- You will receive an email telling you your application is pending approval from your line manger
- An email will be sent to your line manager to ask them to authorise your training place
- When authorised you and your line manager will receive a confirmation email of your training place detailing all course information including any pre-requisite work.

Withdraw your Application

If at a later date you are unable to attend the course please withdraw your application so that the place can be assigned to someone else. **It is the policy of the Learning, Training & Development Unit to charge for non-attendance**

- Click **Training Tab (1)**
- Click **View my Applications (2)**

1

SDMS

Training People Log Out

Course Booking
My Training History
View My Applications 2
Training News

Home Back Contact Us

Courses marked in this colour have been authorised

Course Reference	Course Title	Training Area	Dates	Group on Enrolment	Application Date	Actioned Date	Approval Status	Details
HUMRIG	Human Rights for One and All	Safeguarding Adults	10/05/11 10/05/11	Learning, Training & Development ASC	18/04/11	18/04/2011	Line Manager Approved	
HUMRIG	Human Rights for One and All	Safeguarding Adults	04/05/11 04/05/11	Learning, Training & Development ASC	18/04/11	11/04/2011	Withdrawn	
HUMRIG	Human Rights for One and All	Safeguarding Adults	18/05/11 18/05/11	Learning, Training & Development ASC	13/04/11		Withdrawn	
HUMRIG	Human Rights for One and All	Safeguarding Adults	05/05/11 05/05/11	Learning, Training & Development ASC	12/04/11	12/04/2011	Waiting List	

- Find the course application that you would like to withdraw and click on the **further details blue arrow**

SDMS

Training People Log Out

For help please call Home Back Contact Us

Course Details

Enrolment Limits apply

Event Title: Human Rights for One and All Central Course
Event Dates: 10/05/11
Available to All

Available Spaces: 19

Training Area: Safeguarding Adults
Course Level: Core 2
Closing Date: 05/05/11
Course Organiser: Lucy Grumett
E-Mail: 01872 323671

3

Display Other Dates Print Course Advert Withdraw application Return to Applications

Sessions Info Programme

Session Date	Times	Venue
10/05/11	09:30 to 16:30	Hub Club

Venue Details

- **Click withdraw application (3)**
- It will ask you to confirm. **Click ok**
- You & your line manager will then receive an email detailing your withdrawal from the course
- If you would then like to enrol on another date, **click Display other dates. Click on further details blue arrow** and enrol as before

Close Window

All Courses Future Courses

Event Reference	Event Title	Start Date	End Date	Start Time	End Time	Planned Number	Maximum Number
200	Human Rights for One and All	19/04/11	19/04/11	09:30	16:30	20	20
201	Human Rights for One and All	20/04/11	20/04/11	09:30	16:30	20	20
202	Human Rights for One and All	04/05/11	04/05/11	09:30	16:30	20	20
257	Human Rights for One and All	05/05/11	05/05/11	09:30	16:30	20	20
205	Human Rights for One and All	12/05/11	12/05/11	09:30	16:30	20	20
206	Human Rights for One and All	18/05/11	18/05/11	09:30	16:30	20	20
209	Human Rights for One and All	19/05/11	19/05/11	09:30	16:30	20	20

Line Managers

Enrol Yourself on a Course

As Self Server Access (Page 13)

Booking a Team member on a Course – Relevant to managers responsible for booking training for those who don't have email accounts

Once you have chosen a course with a suitable date and venue you can enrol any of your team on the course. **Click Enrol Team Members Button (5)**. This shows the page below:

The screenshot shows the 'Enrol Team Members' page. At the top, there are tabs for 'Training', 'Reports', and 'Log Out'. Below these are links for 'Home', 'Back', and 'Contact Us'. The main heading is 'Enrol Team Members'. Below this, there's a section for 'Enrolment Limits apply' with a table showing counts for 'Approved', 'On Waiting List', 'Pending', 'Withdrawn', and 'Not Approved'. The 'Event Title' is 'Human Rights for One and All' and the 'Event Dates' are '24/05/11'. There are filters for 'Delegates colour coding' and 'Search by Surname'. Below the filters, it says '18 matching people found, 10 results displayed per page, Prev 0 Next 8'. A table lists team members with columns: Surname, Other Names, Username, Group on Enrolment, and Approval Status. Three team members are listed: Baker, Bennetts, and Chong. Each has an 'Enrol' button and a 'Waiting List' button. A blue arrow labeled '1' points to the 'Next 10' link above the table. Another blue arrow labeled '2' points to the 'Enrol' button for Bennetts.

- Find the relevant person(in alphabetical order)-**click next 10 (1)** if they aren't on this page
- Click enrol button (2)** to book a place for that person
- The pre-enrolment checks screen will be displayed which shows:
 - Pre-requisite training which **must** be completed before attending the course. (If you have a certificate of completion please forward to LTDU, Old County Hall, Truro, TR1 3AY to update our records). If they need to complete – please contact the course organiser.
 - Already enrolled check – shows if the person is enrolled on this course on a different date – if **✗** please either cancel this date – or withdraw or replace with another team member (see pages 18-19)
 - Over Enrolled check – shows if there are available spaces to your organisation
 - Commitment Clash Check – Shows if the person is booked on another course on this time and date - if **✗** please ensure you either cancel this date – or withdraw or replace with another team member (see pages 18-19)

Pre-enrolment checks for Human Rights for One and All	
Please confirm enrolment for Rowe, Sandra from Learning, Training & Development ASC	
Pre-requisite check	Result
Pre-requisite Competency: 21072085 Safeguarding Adults Core 1 is mandatory	✗
Pre-requisite Competency: 21072086 Mental Capacity Act Core 1 is mandatory	✓
Pre-requisite Competency: 21072089 Equality & Diversity Core 1 is mandatory	✓
Already Enrolled check	Result
Person is not already enrolled on this activity	✓
Over-enrolled check	Result
No problems with over-enrolment found	✓
Commitment Clash check	Result
No commitment clashes found	✓
<div> Proceed ✓ Cancel ✗ </div>	

Click Proceed button to complete enrolment.

A dialogue box will tell you if a place has been booked or has been put on a waiting list. Along with an email sent to your specified email address confirming course details – **please pass these to the team member.**

Enrolment Confirmation Message for Human Rights for One and All
Rowe, Sandra from Learning, Training & Development ASC
A place on this course has been booked. Current Approval Status: Line Manager Approved

Or

Enrolment Confirmation Message for Human Rights for One and All
Lasbury, Josephine Claire from Learning, Training & Development ASC
Because there are no available spaces on this course this application is placed on a waiting list.

If on waiting list – You could be contacted at short notice about your availability. If however you don't want to be held on the waiting list please withdraw your application. (see pages 18-19)

Click OK to close this window – it will then direct you back to your Enrol Team Members screen.

Authorising a Team Members Training Application

When a member of your team books themselves on a training course an email is sent to you to authorise their training place. To do this:

- Log in to Website: <https://db.cornwall.gov.uk/sdms>
- **Click on Training Tab**
- **Select View applications**

SDMS Training Reports Log Out

Course Booking Team's Training History View Team's Applications View My Applications Newsflash

Home Back Contact Us

Click on the row below to manage the application

1

2

3

4

Event Details	Person Details	Pre-enrolment checks	Approve	Not Approve	E-Mail Person
27 matching records found, 10 results displayed per page Prev 0 Next 17					
Next 10 >>					
Applicant Name	Group on Enrolment	Username	Application Date	Approval Status	
Baker, Jon Kyle	Learning, Training & Development ASC		11/03/11	Approved	
Baker, Jon Kyle	Learning, Training & Development ASC		17/03/11	Approved	
Bennetts, Tyler Treloar	Learning, Training & Development ASC		11/03/11	Approved	
Chong, Trudy E	Learning, Training & Development ASC		23/03/11	Approved	
Elwood, Diana	Learning, Training & Development ASC		14/03/11	Approved	

- **Select applicant for authorisation**
- This then highlights the application details (1) – i.e. the course and date they have applied for
- **Click on Pre-enrolment checks (2)** which shows:
 - Pre-requisite training which **must** be completed before attending the course. (If you have a certificate of completion please forward to LTDU, Old County Hall, Truro, TR1 3AY to update our records). If they need to complete – please contact the course organiser.
 - Already enrolled check – shows if the person is enrolled on this course on a different date – if **✗** please either cancel this date – or withdraw or replace with another team member (See Pages 18-19)
 - Over Enrolled check – shows if there are available spaces to your organisation
 - Commitment Clash Check – Shows if the person is booked on another course on this time and date - if **✗** please ensure you either cancel this date – or withdraw or replace with another team member (See Pages 18-19)

Pre-enrolment checks for Human Rights for One and All

Please confirm enrolment for Rowe, Sandra from Learning, Training & Development ASC

Pre-requisite check	Result
Pre-requisite Competency: 21072085 Safeguarding Adults Core 1 is mandatory	✗
Pre-requisite Competency: 21072086 Mental Capacity Act Core 1 is mandatory	✓
Pre-requisite Competency: 21072089 Equality & Diversity Core 1 is mandatory	✓
Already Enrolled check	Result
Person is not already enrolled on this activity	✓
Over-enrolled check	Result
No problems with over-enrolment found	✓
Commitment Clash check	Result
No commitment clashes found	✓

- **Close the window**
- **Click Approval button (3)** to authorise or **Not approved button (4)**
- A confirmation email will be sent to yourself and the team member with the course details and any pre-requisite work

Replacing a Delegate on a course with another Team Member

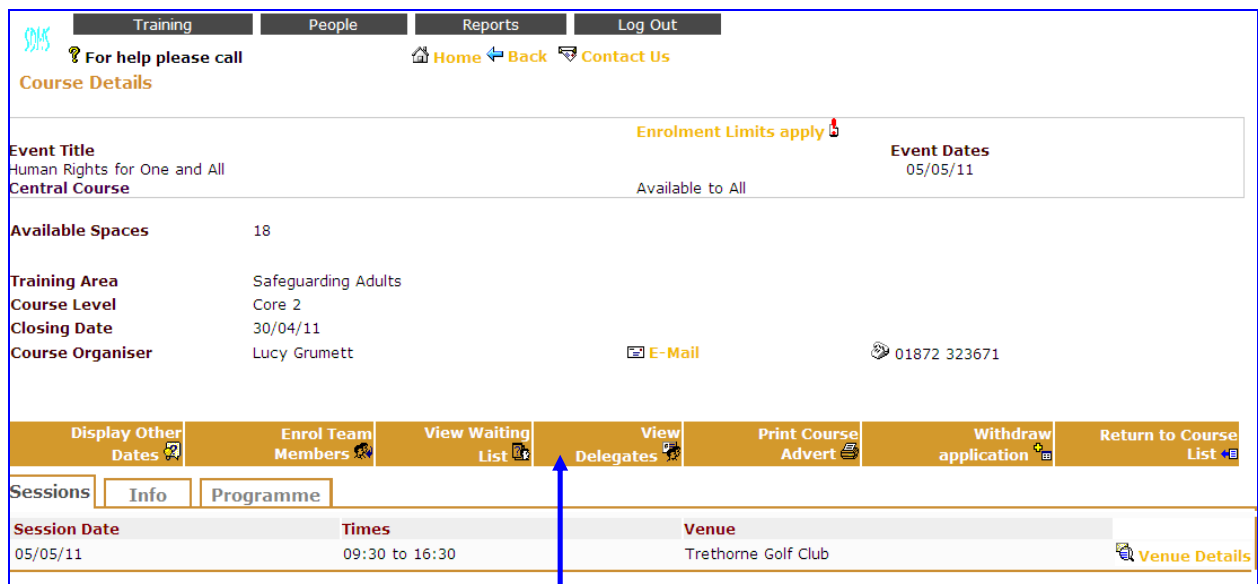
- Login to the system. **Click on Training Tab**



The screenshot shows the 'Training' tab selected in the top navigation bar. A blue arrow points to the 'Course Booking' link in the left sidebar. The main content area displays a search filter for 'From Newsflash' and 'To 23 June 2011'. Below the search bar, it states 'Courses between 24/04/2011 and 23/06/2011' and '17 matching courses found, 20 results displayed per page, Prev 0 Next 0'. A table lists the courses with columns: Course Title, Training Area, Venue, Start, End, Start Time, End Time, and Places. The table contains 17 rows of course data.

Course Title	Training Area	Venue	Start	End	Start Time	End Time	Places
Customs & Cultural Issues at Work	Equality & Diversity	Newquay Sports Centre	03/05/11	03/05/11	09:30	13:00	19
Human Rights for One and All	Safeguarding Adults	Kingsley Village	04/05/11	04/05/11	09:30	16:30	20
Human Rights for One and All	Safeguarding Adults	Trethorne Golf Club	05/05/11	05/05/11	09:30	16:30	20
Human Rights for One and All	Safeguarding Adults	Hub Club	10/05/11	10/05/11	09:30	16:30	20
Human Rights for One and All	Safeguarding Adults	Lescudjack Centre	12/05/11	12/05/11	09:30	16:30	20
Human Rights for One and All	Safeguarding Adults	Trethorne Golf Club	18/05/11	18/05/11	09:30	16:30	20
Human Rights for One and All	Safeguarding Adults	Heron Tennis Centre	19/05/11	19/05/11	09:30	16:30	20
Human Rights for One and All	Safeguarding Adults	Kingsley Village	24/05/11	24/05/11	09:30	16:30	20
Customs & Cultural Issues at Work	Equality & Diversity	Kingsley Village	25/05/11	25/05/11	09:30	13:00	19
Human Rights for One and All	Safeguarding Adults	Hub Club	26/05/11	26/05/11	09:30	16:30	20
Customs & Cultural Issues at Work	Equality & Diversity	Hub Club	07/06/11	07/06/11	09:30	13:00	19
Human Rights for One and All	Safeguarding Adults	Lescudjack Centre	08/06/11	08/06/11	09:30	16:30	20
Human Rights for One and All	Safeguarding Adults	Kingsley Village	09/06/11	09/06/11	09:30	16:30	20
Human Rights for One and All	Safeguarding Adults	Hub Club	14/06/11	14/06/11	09:30	16:30	20
Human Rights for One and All	Safeguarding Adults	Trethorne Golf Club	16/06/11	16/06/11	09:30	16:30	20
Human Rights for One and All	Safeguarding Adults	Heron Tennis Centre	21/06/11	21/06/11	09:30	16:30	20
Customs & Cultural Issues at Work	Equality & Diversity	Kingsley Village	23/06/11	23/06/11	09:30	13:00	19

- Click on Course Booking**
- Find the course that the person is booked on – **Click the further details blue arrow** – displays the page below



The screenshot shows the 'Course Details' page for the 'Human Rights for One and All Central Course'. The page includes a header with 'For help please call' and navigation links. The course details are listed: Event Title, Event Dates (05/05/11), Available Spaces (18), Training Area (Safeguarding Adults), Course Level (Core 2), Closing Date (30/04/11), and Course Organiser (Lucy Grumett). A blue arrow points to the 'View Delegates' button in the bottom navigation bar. Below the navigation bar, there is a table with columns: Session Date, Times, and Venue. The table shows a session on 05/05/11 from 09:30 to 16:30 at Trethorne Golf Club.

Session Date	Times	Venue
05/05/11	09:30 to 16:30	Trethorne Golf Club

- Click the View Delegates button**

Training People Reports Log Out

For help please call Home Back Contact Us

Enrol Team Members

Enrolment Limits apply

Activity Reference HUMRIG Event Title Human Rights for One and All Event Dates 04/05/11

All	4	Approved	2	On Waiting List	1	Pending	0	Withdrawn	1	Not Approved	0
-----	---	----------	---	-----------------	---	---------	---	-----------	---	--------------	---

Delegates colour coding: waiting list withdrawn/replaced

Search by Surname Show All Staff Return to Course Details

View ☐ All Staff ☐ Approved ☐ Waiting List ☐ Withdrawn ☐ Pending ☐ Not Approved

View ☒ All Staff ☐ Current Staff only

2 matching people found, 10 results displayed per page, Prev 0 Next 0

Surname	Other Names	Username	Group on Enrolment	Approval Status						
Lasbury	Josephine Claire		Learning, Training & Development ASC	Line Manager Approved	X Withdraw	Replace	No Notes	Special Requirements		
Stone	Victoria		Learning, Training & Development ASC	Line Manager Approved	X Withdraw	Replace	No Notes	Special Requirements		

- Click the **replace link** to the right of the person you want to replace

Replacement Enrollee List

Enrol Cancel

Close Window

- Click the **List link** to pick the employee you want to attend instead
- Click **OK** to confirm **OR Cancel**
- The pre-enrolment check screen will appear – ensure this is correct and **click proceed**
- Click **F5** on your keyboard to refresh the system to update these changes
- Complete any special requirements for this person by **Clicking Special Requirements Button** to the right of their name and following on-screen instructions
- An email will then be sent confirming the place and the course details

Withdraw an Application

It is the policy of the Learning, Training & Development Unit to charge for non-attendance. Therefore please withdraw an application if the place is no longer needed. As per replace delegate (above) but **click the Withdraw button** to the right of their name. You will receive an email saying the person has been withdrawn from the course.

Training Records

The system is set so that Self Serve Access (ACS staff) can view their own training records.

Line Managers within ACS and the Private, Independent & Voluntary Organisations and Health Sector can view their teams training records.

If these training records are incomplete, please send copies of the certificates to ACS Learning, Training & Development Unit, Old County Hall, Truro, TR1 3AY so that we can update this.

Line Managers within ACS & Private, Independent & Voluntary Organisations & Health Sector - To view Team Members and Your own Training Records

- Click on Training Tab and click Team's Training History

Courses between 24/04/2011 and 23/06/2011
17 matching courses found, 20 results displayed per page, Prev 0 Next 0

Course Title	Training Area	Venue	Start	End	Start Time	End Time	Places
Customs & Cultural Issues at Work	Equality & Diversity	Newquay Sports Centre	03/05/11	03/05/11	09:30	13:00	19
Human Rights for One and All	Safeguarding Adults	Kingsley Village	04/05/11	04/05/11	09:30	16:30	20
Human Rights for One and All	Safeguarding Adults	Trethorne Golf Club	05/05/11	05/05/11	09:30	16:30	20
Human Rights for One and All	Safeguarding Adults	Hub Club	10/05/11	10/05/11	09:30	16:30	20
Human Rights for One and All	Safeguarding Adults	Lescudjack Centre	12/05/11	12/05/11	09:30	16:30	20
Human Rights for One and All	Safeguarding Adults	Trethorne Golf Club	18/05/11	18/05/11	09:30	16:30	20
Human Rights for One and All	Safeguarding Adults	Heron Tennis Centre	19/05/11	19/05/11	09:30	16:30	20
Human Rights for One and All	Safeguarding Adults	Kingsley Village	24/05/11	24/05/11	09:30	16:30	20
Customs & Cultural Issues at Work	Equality & Diversity	Kingsley Village	25/05/11	25/05/11	09:30	13:00	19
Human Rights for One and All	Safeguarding Adults	Hub Club	26/05/11	26/05/11	09:30	16:30	20
Customs & Cultural Issues at Work	Equality & Diversity	Hub Club	07/06/11	07/06/11	09:30	13:00	19
Human Rights for One and All	Safeguarding Adults	Lescudjack Centre	08/06/11	08/06/11	09:30	16:30	20
Human Rights for One and All	Safeguarding Adults	Kingsley Village	09/06/11	09/06/11	09:30	16:30	20
Human Rights for One and All	Safeguarding Adults	Hub Club	14/06/11	14/06/11	09:30	16:30	20
Human Rights for One and All	Safeguarding Adults	Trethorne Golf Club	16/06/11	16/06/11	09:30	16:30	20
Human Rights for One and All	Safeguarding Adults	Heron Tennis Centre	21/06/11	21/06/11	09:30	16:30	20
Customs & Cultural Issues at Work	Equality & Diversity	Kingsley Village	23/06/11	23/06/11	09:30	13:00	19

- This displays your team members including yourself. You can run the whole teams training history – to find who did what training and when within a given time period – click Run Teams Training History Report

Teams Training History

Next 10 ▶ **Run Teams Training History Report** View All Staff Current Staff only

18 matching people found, 10 results displayed per page, Prev 0 Next 8

Surname	Other Names	Username	Main Group	Training	Qualifications	Competencies
Baker	Jon Kyle		Learning, Training & Development ASC	Training	Qualifications	Competencies
Bennetts	Tyler Treloar		Learning, Training & Development ASC	Training	Qualifications	Competencies
Chong	Trudy E		Learning, Training & Development ASC	Training	Qualifications	Competencies
Cottam	Julia Christina		Learning, Training & Development ASC	Training	Qualifications	Competencies
Elwood	Diana		Learning, Training & Development ASC	Training	Qualifications	Competencies
Flower	Jonathan		Learning, Training & Development ASC	Training	Qualifications	Competencies
Green	Richard Jack		Learning, Training & Development ASC	Training	Qualifications	Competencies
Grumett	Lucy		Learning, Training & Development ASC	Training	Qualifications	Competencies
Lasbury	Josephine Claire		Learning, Training & Development ASC	Training	Qualifications	Competencies
Lepley	Lisa		Learning, Training & Development ASC	Training	Qualifications	Competencies

- Click the Training or Qualification link to the right of the persons name

- The From and To date is defaulted to 1901 to the present date – but these can be altered, just chose your dates and **click Go**.

Training History for Lepley, Lisa

From: 01 January 1901 To: 14 April 2011 [Go]

View: ☒ All Training ☐ Self Study ☐ Courses

Courses in this colour are courses completed not in current team .

Entries in this colour are self study records

Next 10 >>

17 matching records found, 10 results displayed per page, Prev 0 Next 7

Reference	Course Title / Description	Training Area	Dates	Attendance	Group on Enrolment
FIRE	H&S Fire Warden Training	Health and Safety	08/11/00 08/11/07	Attended	
FIRE	H&S Fire Warden Training	Health and Safety	09/05/02 09/05/02	Attended	
INDUCTION	Induction 4 Days Ssd	Induction Training	12/12/05 14/12/05	Attended	
BIG	Big Conversation	Other	11/08/06 11/08/06	Attended	
SACORE2	No Secrets	Other	04/10/06 04/10/06	Attended	
EQUALITIES	Equality And Diversity Training	Equality & Diversity	25/10/06 25/10/06	Attended	
FAW	H&S First Aid At Work	Health and Safety	20/09/07 20/09/07	Attended	
CRITICAL	Critical Incidents (Humanitarian Assistance)	Other	26/10/07 26/10/07	Attended	
BIG	Big Conversation	Other	06/12/07 06/12/07	Attended	
FIRE2	H&S Fire Extinguisher Training	Health and Safety	13/12/07 13/12/07	Attended	

- Above is the training history which can be printed by **clicking the Print Training History button**
- Click Next 10** to see more training if there is some.
- This can be repeated for the persons qualification record.

Self Serve Access (for all ACS staff) – To View your Training & Qualification Record

- Click Training Tab & Click My Training History**

Training History for Stone, Victoria

From: 01 January 1901 To: 19 April 2011 [Go]

View: ☒ All Training ☐ Self Study ☐ Courses

Courses in this colour are courses completed not in current team .

Entries in this colour are self study records

Print Training History

7 matching records found, 10 results displayed per page, Prev 0 Next 0

Reference	Course Title / Description	Training Area	Dates	Attendance	Group on Enrolment
ELEARNISA	Safeguarding Adults Core Part 1 E-learning	Safeguarding	25/07/10 25/07/10	Attended	
ELEARN&D	Equality & Diversity Part 1 E-learning	Other	28/07/10 28/07/10	Attended	
ELEARNMCA	Mental Capacity Act Induction E-learning	Other	30/07/10 30/07/10	Attended	
ELEARNDEM	Dementia E-learning	Other	01/08/10 01/08/10	Attended	
ELEARNSDS	Self Directed Support E-learning	Other	29/08/10 29/08/10	Attended	
ELEARNSCH	Safeguarding Children For Those Working With Adults E-Learning	Other	30/08/10 30/08/10	Attended	
GENERAL	General Induction 1 Day	Induction	30/09/10 30/09/10	Attended	

- You can define your search by date by altering the **From and To Date (1 & 2)** and **clicking the Go button (3)**
- Print your training history – **Click Print Training History button (4)**

To view your qualifications:

- Click on the People Tab (1) & Click My qualifications (2)**

Qualifications for Josephine Claire Lasbury

Print Qualification Summary

Certificate Reference	Certificate Title	Award Date	Expiry Date	Evidenced	Subject Grade
IMPOHAS0026	H&S Safer Loads Management (Practical)	10/05/07	10/05/10	No	
000315	ECDL	09/10/08		Yes	
000264	ILM Level 3 Award	14/09/10		Yes	

- This screen shows the qualifications that you hold, when it was awarded, and if there is an expiry date – so that you can keep on top of whether a qualification is running out.
- Print qualification record - **Click Print Qualification Summary (3)**

Line Managers or Training Authorisers View All Team or My Applications

This allows you to keep track of all applications that have been submitted, just a quick way to see the status of the applications i.e. have you approved and who is doing what and when.

- **Click on training Tab – Click View Teams Applications**

Application Details for Chong, Trudy E

Course	Bereavement & Loss Training	Event Reference	BEREAVMENT
Training Area	Continuing Professional Development (CPD)	Start Date	15/03/11
Specific Area	CPD	End Date	15/03/11
Course Level		Closing Date	10/03/11
Course Type	Course	Course Fee	£0.00

Event Details **Person Details** **Pre-enrolment checks** **Approve** **Not Approve** **E-Mail Person**

34 matching records found, 10 results displayed per page Prev 0 Next 24

Next 10

Applicant Name	Group on Enrolment	Username	Application Date	Approval Status
Baker, Jon Kyle	Learning, Training & Development ASC		11/03/11	Approved
Baker, Jon Kyle	Learning, Training & Development ASC		17/03/11	Approved
Bennetts, Tyler Treloar	Learning, Training & Development ASC		11/03/11	Approved
Chong, Trudy E	Learning, Training & Development ASC		23/03/11	Approved
Elwood, Diana	Learning, Training & Development ASC		14/03/11	Approved
Elwood, Diana	Learning, Training & Development ASC		17/03/11	Approved
Flower, Jonathan	Learning, Training & Development ASC		30/03/11	Line Manager Approved
Green, Richard Jack	Learning, Training & Development ASC		14/03/11	Approved

- **Click on the person** to see what course they are applied for (top of page), Look at Approval Status (1) - if application requires approving **Click Approve Button** (2)

View My Applications - Self Serve Access (ACS Staff)

- **Click on Training Tab**
- **Click View my Applications** – you can see all applications and their Approval status i.e. Withdrawn, Waiting List, Approved, Not Approved – **Click Further Details Blue Arrow** to see further details of the course

My Applications

Courses marked in this colour have been authorised

Course Reference	Course Title	Training Area	Dates	Group on Enrolment	Application Date	Actioned Date	Approval Status	Details
HUMRIG	Human Rights for One and All	Safeguarding Adults	10/05/11 10/05/11	Learning, Training & Development ASC	19/04/11	18/04/2011	Withdrawn	
HUMRIG	Human Rights for One and All	Safeguarding Adults	18/05/11 18/05/11	Learning, Training & Development ASC	13/04/11		Withdrawn	

Newsflash – On Training Tab

Keeps you updates on any learning & development opportunities new to the Online Training Booking System

Untrained Person Report

For Line Managers and Training Authorisers – this function enables you to highlight which team members have not completed a certain training course.

- **Click Reports**
- **Click People Reports**
- **Click Untrained Persons**

Brings up the screen below:

The screenshot shows the 'Untrained Persons List' report generation interface. It features a top navigation bar with 'Training', 'People', 'Reports', and 'Log Out'. Below this is a sub-navigation bar with 'Untrained Persons', '< People Reports', and 'Contact Us'. The main area is titled 'Untrained Persons List'. It contains several filter sections: 'Course' with a search box and a 'List' link (1); 'Status', 'Training Area', and 'Specific Area' as dropdown menus; 'Courses Starting' with date pickers for 'between' and 'and' (3); 'Budget Period' and 'Sub-Budget' as text boxes; and radio buttons for 'Internal Courses', 'Central Courses', and 'All Courses'. On the right, there's a section for 'To enable you to filter the report, select the customisation options below.' with a note: 'Selecting the List links will display a list of the choices available.' This section includes 'Group Reference - Person Membership' with a 'List' link (2), 'Person' with a 'List' link, 'Staff Type', 'Staff Type 2', 'Gender', and 'Ethnicity' as dropdown menus (4), and radio buttons for 'Current Staff', 'Non-Current Staff', and 'Both'. At the bottom right are 'Run Report' and 'Reset' buttons.

- Pick a course by **Clicking on the List Link (1)** and Pick your Group on the **Group Reference List Link** – automatically defaults to your group (2)
- **Click Run Report**
- You can change the Courses between dates (3)

This should then bring up a report a people not holding this training.

Please ignore any of the following filters

Staff Type, Staff Type 2, Gender, Ethnicity (4). Due to the nature of how SDMS is used the information held against this is not complete and the system is set to display these filters and cannot be removed.

Contact the Learning, Training & Development Unit

SDMS

[Training](#)
[People](#)
[Reports](#)
[Log Out](#)

[For help please call](#)
[Home](#)
[Back](#)

[Contact us](#)
[Change Password](#)
[Log out](#)

Course Booking

Quick Search

From

24 April 2011

To

23 June 2011

Training Area

Make a Selection

Keywords

Go

Clear Search

Monthly Calendar

Courses between 24/04/2011 and 23/06/2011

17 matching courses found, 20 results displayed per page, Prev 0 Next 0

Course Title	Training Area	Venue	Start	End	Start Time	End Time	Places
Customs & Cultural Issues at Work	Equality & Diversity	Newquay Sports Centre	03/05/11	03/05/11	09:30	13:00	19
Human Rights for One and All	Safeguarding Adults	Kingsley Village	04/05/11	04/05/11	09:30	16:30	20
Human Rights for One and All	Safeguarding Adults	Trethorne Golf Club	05/05/11	05/05/11	09:30	16:30	20
Human Rights for One and All	Safeguarding Adults	Hub Club	10/05/11	10/05/11	09:30	16:30	20
Human Rights for One and All	Safeguarding Adults	Lescudjack Centre	12/05/11	12/05/11	09:30	16:30	20
Human Rights for One and All	Safeguarding Adults	Trethorne Golf Club	18/05/11	18/05/11	09:30	16:30	20
Human Rights for One and All	Safeguarding Adults	Heron Tennis Centre	19/05/11	19/05/11	09:30	16:30	20
Human Rights for One and All	Safeguarding Adults	Kingsley Village	24/05/11	24/05/11	09:30	16:30	20
Customs & Cultural Issues at Work	Equality & Diversity	Kingsley Village	25/05/11	25/05/11	09:30	13:00	19
Human Rights for One and All	Safeguarding Adults	Hub Club	26/05/11	26/05/11	09:30	16:30	20
Customs & Cultural Issues at Work	Equality & Diversity	Hub Club	07/06/11	07/06/11	09:30	13:00	19
Human Rights for One and All	Safeguarding Adults	Lescudjack Centre	08/06/11	08/06/11	09:30	16:30	20
Human Rights for One and All	Safeguarding Adults	Kingsley Village	09/06/11	09/06/11	09:30	16:30	20
Human Rights for One and All	Safeguarding Adults	Hub Club	14/06/11	14/06/11	09:30	16:30	20
Human Rights for One and All	Safeguarding Adults	Trethorne Golf Club	16/06/11	16/06/11	09:30	16:30	20
Human Rights for One and All	Safeguarding Adults	Heron Tennis Centre	21/06/11	21/06/11	09:30	16:30	20
Customs & Cultural Issues at Work	Equality & Diversity	Kingsley Village	23/06/11	23/06/11	09:30	13:00	19

- Click on Log Out tab
- Click Contact Us
- Comes up with our Address, Telephone Number, Fax Number and Click on the email link to email us

Change Password

- Click on the Log Out tab
- Click Change Password
- Type in your new password
- Click Update